



OFFICE OF THE ILLINOIS STATE TREASURER
MICHAEL W. FRERICHs

JOB OPPORTUNITY ANNOUNCEMENT

Job Title: Office Specialist
Division: Unclaimed Property
Union: AFSCME
Location: Springfield, Illinois
Work Hours: 8:30 A.M. – 5:00 P.M.

Overview: The Office Specialist in Claims Review is a clerical position responsible for the processing of claims for Unclaimed Property and conducting all manner of communication needed in order to provide efficient services. An employee in this classification will also process more complex claims. It is the goal of the Office Specialist to reunite owners with unclaimed property.

Duties and Responsibilities:

- Serves as initial contact for incoming telephone calls and handles as appropriate.
- Performs duties related to the daily settlement process and warrant processing as needed.
- Reviews and indexes any claim to closure; specializing in estate claims and approval.
- Performs various research functions related to incoming claims to identify potential properties available to be claimed.
- Processes all incoming and outgoing mail; utilizing various specialized equipment.
- Performs clerical functions; including but not limited to filing and letter preparation.
- Communicates with co-workers, private citizens and/or their legal representatives via telephone, written correspondence, and e-mail or in person concerning unclaimed property issues.

Requirements/Qualifications: Requires proficiency with Microsoft Office Products, strong communication and organizational skills and the ability to maintain satisfactory working relationships with all levels of staff and the general public. Familiarity with the Unclaimed Property Act preferred.

Education and Work Experience: Associate's degree, Bachelor's degree desired; three (3) or more years of related office experience, and one (1) or more years of related unclaimed property industry experience; OR any equivalent combination of experience and training that provides the required knowledge, skills and abilities to carry out the duties of the position.

Application Process: Send a completed employment application, a letter of interest and resume via email to:

Deputy Chief of Staff for Human Resources & Equal Employment Opportunity

Email: HR@illinoistreasurer.gov

http://www.illinoistreasurer.gov/Office_of_the_Treasurer/Employment_Opportunities

Equal Employment Opportunity Employer • Applicants must be lawfully authorized to work in the United States.

Posting Dates: March 14, 2016 – March 31, 2016

State Capitol
Room 219
Springfield, IL 62706
Phone: (217) 782-2211
Fax: (217) 785-2777
TTY: (866) 877-6013

James R. Thompson Center
100 West Randolph Street
Suite 15-600
Chicago, IL 60601
Phone: (312) 814-1700
Fax: (312) 814-5930
TTY: (866) 877-6013

Illinois Business Center
400 West Monroe Street
Suite 401
Springfield, IL 62704
Phone: (217) 782-6540
Fax: (217) 524-3822
TTY: (866) 877-6013

Myers Building
One West Old State Capitol Plaza
Suite 400
Springfield, IL 62701
Phone: (217) 785-6998
Fax: (217) 557-9365
TTY: (866) 877-6013